



# Request for Change Form

page 1

## Owner Contact Information

date requested \_\_\_\_\_ date received \_\_\_\_\_

unit owner name \_\_\_\_\_

address \_\_\_\_\_

phone home \_\_\_\_\_ phone work/cell \_\_\_\_\_

## Type of change proposed

- landscaping
- door window addition/change
- other \_\_\_\_\_

The management company has brochures and general information available about common projects like landscaping, window and door replacement, and mulching. They will be happy to provide general information that includes guidelines for accepted practice.

Each request should be accompanied by the following, as needed (use the second sheet):

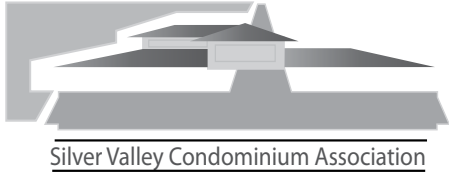
- a complete description of the proposed change
- a signed exterior modification agreement with the contractor
- a scale drawing showing relationship to your unit
- all specifications, including:
  - plan overview with dimensions
  - materials to be used
  - colors of materials (include product brochure where possible)
- estimated time to complete

Please complete this form and return it to the management company before making any exterior modifications to your unit. All changes are subject to board review and approval. You will be informed of the board decision.

Please ensure that all work can be completed within the estimated time frame, and that your project maintains safe and uncluttered access for all neighboring units as the alteration process is completed.

Exterior Modifications should not be started without board approval.

Return completed forms to:  
**Associated Property Management LLC**  
**5090 Park Ave W**  
**Seville, OH 44273**



# Request for Change Form

page 2

## Project description

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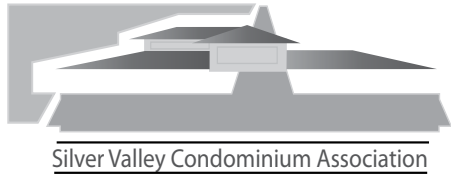
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## Scale Drawing

Please add a scale drawing that shows the location of the external alterations relative to your unit. Include all plans, dimension, materials to be used, colors, etc. Attach a separate drawing with description, if needed.

contractor name (if applicable) \_\_\_\_\_  
contractor address \_\_\_\_\_  
contractor phone/mobile \_\_\_\_\_



# Request for Change Form

page 3

## Estimated time to complete project following board approval

Approximate start date: \_\_\_\_\_

Approximate finish date \_\_\_\_\_

## Board Comment, Specifications, Qualifications

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Approved \_\_\_\_\_

Date \_\_\_\_\_

Denied \_\_\_\_\_

Date \_\_\_\_\_

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# Request for Change Form

page 4

## Exterior Modification Agreement

In witness whereof, we \_\_\_\_\_ Unit owners of \_\_\_\_\_, Munroe Falls, Ohio, agree to be solely responsible for the installation, maintenance, upkeep, and repair of the requested project. Further, we hold harmless and indemnify the Silver Valley Condominium Association from any liability, loss, or damage arising from the installation and continued existence of said project, namely (brief description of project):

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It is understood that all costs for this project are our responsibility. We agree that all modifications must be performed in accordance with all good trade practices, and that it is our responsibility to ensure that the project is structurally sound, approved by local building inspectors, and safely constructed in accordance with all local building code standards.

If the project is ever removed, the exterior of the Unit will be returned to its original constructed condition and appearance, by board-approved trade professionals. All restoration to its original state to be completed at Unit owner expense.

We agree to be responsible for any deleterious consequences to neighboring units or common areas attributable to the proposed alterations. We agree to notify the Management Company, in writing by registered mail, within 14 days if any claim is made against us that is related to this exterior modification.

We understand that all responsibility for this project is ours, and that this responsibility passes to future unit owners. We also agree to provide a copy of this agreement to the future owner and inform said owner(s) of their responsibility, as stated above.

Owner Name (please print) \_\_\_\_\_

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

(Other) Owner Name (please print) \_\_\_\_\_

(Other) Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

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